

Professional and Managerial Branch
Fiscal and Financial Group
Auditing Series

AUDITOR III

10/97 (TLW)

Summary

Under direction, plan, coordinate and participate in complex auditing assignments to determine the adequacy of internal controls, the efficiency and effectiveness of operations and compliance with applicable laws and prescribed policies and procedures.

Typical Duties

Conduct audits in order to analyze and evaluate the effectiveness of procedures and operating controls designed to safeguard the City's assets. Involves: developing audit objective in each area being reviewed and designing audit programs to meet objectives; determining auditing procedures to use including statistical sampling, electronic processing equipment and field work; preparing time and expense budgets for audit assignment; identifying factors causing deficient conditions and recommend course of action to improve conditions; obtaining, analyzing, and appraising audit evidence as a basis for an informed, independent and objective opinion concerning the efficiency and effectiveness of internal controls within the audit scope; documenting audit findings and preliminary recommendations including associated risks and benefits, for review with the Internal Auditor and auditee; performing follow-up audit procedures to appraise the adequacy of the corrective action taken to improve deficient conditions and reduce cost; recommending revisions to existing procedures and processes to improve controls when necessary; investigating allegations of misappropriation to determine wrongdoing, identify parties and quantify loss.

Supervise professional and clerical staff as assigned. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants.

Perform related work as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing delegated duties and responsibilities sufficient to maintain continuity of normal operations and similarly performing any duties of subordinates or coworkers; reviewing audits performed by staff members to ensure that they are conducted according to audit standards; preparing reports of audit findings and recommendations for management review; maintaining contact with department managers to ensure that corrective actions planned or taken are appropriate.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Information Sciences, Engineering or related degree and two (2) years experience comparable to an Auditor II; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: principles, practices and methods of auditing and internal control; Generally Accepted Auditing Standards (GAAS); Generally Accepted Accounting Principles (GAAP); research methodology and information analysis. Good knowledge of: capabilities of accounting and financial information systems comparable to that currently installed; business management; budgetary and statistical techniques; municipal fiscal administration. Some knowledge of: supervisory techniques.

Ability to: devise long and short term plans and assess results; rapidly acquire knowledge of governmental laws, rules, and regulations governing activities of city government; employ logic or scientific principles to define problems, collect data, establish facts, comprehend consequences of situations and draw valid conclusions; conduct financial, operational, compliance and EDP audits in both manual and automated processing environments; detect deficiencies and recommend corrective measures; maintain effective working relationships with fellow employees, City officials and outside auditors; express oneself clearly and concisely, both orally and in writing; fairly and impartially exercise supervisory authority over assigned subordinates; prepare analytical reports and maintain related detailed records.

Skill in the use and care of: automated information systems and personal computers, associated peripheral equipment and applications programs.

Special Requirements: Be available for work beyond standard workday or workweek hours as necessary.

Director of Personnel

Department Head

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